THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Grants Administrator STATUS: Exempt

# REPORTS TO: Vice President for Finance DATE: August 2016

# Position Summary:

Oversees compliance for the Foundation’s grantmaking process, administration of grantmaking, and provides support and assistance with various finance functions.

# Responsibilities Include:

* Assists finance staff with audit, tax, budget, cash flow, and board and committee books.
* Prepare grant compliance and grant summary for board book.
* Assists auditors with grant reviews.

* Process and monitor grant payments and administrative checks.
* Carries out grant administration and compliance. Prepares grant contracts, award letter and compliance checklists.
* Maintains grant compliance in accordance with IRS regulations.
* Assists with record retention.
* Maintains record of changes in corporate documents.
* Responds to grant-related inquiries from staff, grantees, and grantee auditors.
* Supports program administrative activities associated with tracking, processing and analyzing grants through the Gifts database.
* Maintains grants database and coordinates upgrades with Vice President for Administration. Provides Gifts training to staff.
* Primary contact with grants software vendor.
* Has administrative rights for Gifts database. Assigns rights to users.
* Provides support for administrative staff and assists other departments with special projects.
* Supports administrative staff on grant program related administration as needed during absences.
* Keeps apprised of changes in grant compliance rules. Works with manager and legal in interpreting and implementing changes.
* Develop and maintain grant administration policies and procedures manual.
* Manages Bradley Fellows grant process and grantee support.
* Maintains Bradley Fellows database.

**Other Duties and Assignments:**

Other duties as may be assigned by the Vice President for Finance to fill the responsibilities of this position.

**Work Relationships and Scope:**

This position reports directly to the Vice President for Finance. Regular interaction with all employees. Frequent contact with grantees and database vendors. Occasional contact with directors, legal consultant, and custodian vendors.

## **Measures of Performance:**

Adherence to Foundation’s policies and procedures, responsiveness to the informational needs of Foundation staff pertaining to grant management. Develop strong productive working relationships with the President, board members, senior management, co-workers, staff, outside vendors, and grantees.

Quality, quantity, accuracy, timeliness and thoroughness of work performed; effectiveness of communications and development of good working relationships with manager, co-workers, and outside vendors; professional workplace appearance and conduct; reliability in reporting to work regularly and on time; understands and adheres to Foundation policies and procedures; ability to keep Foundation information confidential; detail oriented and accurate; and, a problem solver.

**Knowledge, Skills and Abilities:**

Bachelor’s degree with at least three years of experience working in a foundation or nonprofit preferred. Transferrable skills would likely be drawn from accounting, compliance and/or systems database experience, or business administration. Commensurate business experience will be considered. Experienced user of Gifts and Access and/or other grants management systems preferred. Knowledge of grants administration processes; familiarity with IRS rules and regulations very helpful. This position requires an understanding of the fundamentals of regulatory requirement risks. Knowledge of basic accounting principles, financial reporting, budgeting, audit, risk management, information systems, philanthropic practices, nonprofit law, grantmaking tax regulations and requirements.

Strong interpersonal and communication skills, adept at problems resolution and decision making, effectively manage and carry out multiple competing priorities and deadlines, exercises discretion to maintain confidential business affairs, has a strong work ethic and supports the Foundation’s mission and values.

Proficiency with database management and Microsoft Office software. Must be an effective communicator both verbal and written, team oriented, analytical, independent thinker, project management skills, process oriented and capable of implementing new processes and procedures, can interpret and apply new regulations, be detail oriented and accurate.

Understanding and working knowledge of Foundation accounting, foundation governance, and tax principles and practices. Strong working knowledge of computer applications and software. Requires strong analytical and statistical skills, effective verbal and written communication skills, effective problem solver, advanced spreadsheet/database skills, detail oriented and accurate, project oriented, independent worker and self-starter. Adapt to and adopt new technology, and critical thinker. Strong document management skills. Technology and compliance focused.

This position requires strong analytical, communication, and organizational skills, and advanced spreadsheet and database skills; project oriented; critical thinking. Ability to perform basic tax research, identify and escalate issues, meet deadlines, adapt and adopt to new technology, work independently. Excellent time management skills, able to prioritize projects and meet deadlines.

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40 hours a week. Overtime is required as needed.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Vice President for Finance. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date